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STANDING COMMITTEE FOR PROGRAMME MATTERS
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Standing Committee

TERMS OF REFERENCE: FIELD VISITS UNDP/UNFPA

1. Length of visit

The team will spend at least five working days in each country visited.

2. Focus of visit

The team shall select at least four from the following list of programme issues:

(a) National execution/national capacity-building;

(b) United Nations system coordination, including common premises;

(c) Programme approach;

(d) Communication;

(e) Importance and relevance of Governing Council decisions;

(f) Process of preparing the country programme;

(g) Technical cooperation among developing countries (TCDC);

(h) HIV/AIDS.

The team may select additional issues as appropriate. The Resident Representative shall have the opportunity to suggest additional issues.

3. Mission contacts

(a) The mission shall meet with as many of the following representatives as possible:

(i) UNDP and UNFPA field staff at all levels, including a separate meeting with the administrative officer;

(ii) United Nations agency staff;

(iii) Project directors and technical advisers;

(iv) Government ministries responsible for aid coordination, finance and planning as well as relevant sectoral ministries;

(v) Non-governmental organizations;

(vi) Other donors (bilateral, World Bank, etc.).

Sufficient time should be provided for these meetings so as to encourage a thorough dialogue among those in attendance. Some of these meetings may be held without UNDP officials.

(b) The team shall visit at least four projects, and visits to projects outside the capital are strongly encouraged. At least two of the visits should be to UNFPA projects. The team may consider splitting up to facilitate these visits;

(c) The field visits is to be a working mission of the SCPM. Its purpose is to enhance the dialogue between individual members of the SCPM and relative UNDP/UNFPA field representatives and government officials. Courtesy and protocol visits shall be kept at a minimum.

4. Participation

(a) The selection of participants should adhere to decision 91/2. It should include up to 10 representatives of the SCPM, excluding any UNDP headquarters staff that may accompany the team;

(b) Equitable gender representation should be encouraged in the formulation of each team.

5. Selection of countries

The selection of the countries to be visited (no more than two per field visit) and the timing of the visits should be determined by the SCPM based on consultations among appropriate UNDP and government officials.

6. Communication

(a) The team shall inform the field office through UNDP headquarters, at least six weeks in advance, of the specific focus of the visit;

(b) The field office shall provide background material at least two weeks in advance of the visit. The material should consist of the country schedule for the visit, a country programme background paper (e.g. aides-memoire, country programmes), donor profiles, a detailed list of projects to be visited and a brief issues paper;

(c) Travel information for all the participants shall be confirmed by UNDP headquarters no later than one week prior to the departure date;

(d) UNDP headquarters shall facilitate the timely exchange of the above information between the field office and team members.